



**PROCEDURE FOR TRANSFER OF OWNERSHIP
LIQUOR OR 3.2 BEER LICENSED BUSINESSES**

This procedure is designed to assist you in complying with the State of Colorado and the City of Centennial licensing requirements. If you have any questions during the application period, call the License Clerk, 303-754-3371. Correspondence should be addressed to the License Clerk, 13133 E. Arapahoe Road, Centennial, CO 80112.

You must make an appointment with the Licensing Clerk to file a transfer application.

Walk-ins will be turned away

Please call 303-754-3371 or email ccooney@centennialco.gov to make an appointment

1. Obtain application forms and information instruction packet from the City's web site. To be considered a complete application you must present everything under #2 to the licensing clerk.
- 2.* **Fill out State Application DR8404 for Liquor License or DR8403 for 3.2 Beer License (black ink, print or type). Return it to the License Clerk with the following documents and fees:**
 - a) State Application Fee - **\$1,550**
(Check payable to Colorado Department of Revenue)
City Application Fee - **\$750**
Optional Temporary Permit Fee: **\$100** (clerk has 5 days to issue a temporary)
(Check payable to the City of Centennial - NON REFUNDABLE)

Liquor License Fees - Checks to the City of Centennial and the State of Colorado.

Type of License	City of Centennial (\$)	Department of Revenue (\$)
Hotel/Restaurant	75.00	500.00
Tavern	75.00	500.00
Lodging and Entertainment	75.00	500.00
Brew Pub	75.00	500.00
Liquor Licensed Drug Store or Retail Store	22.50	227.50
Club	41.25	308.75
Beer and Wine	48.75	351.25
3.2 Beer	3.75	96.25
Manager Registration	75.00 H/R & Tavern unless managed by principal	75.00 H/R & Tavern unless managed by principal

EXAMPLE: If you were applying for an H&R license your fees would be:

1. To the Department of Revenue: $\$1550 + \$500 = \$2050$
2. To the City of Centennial: $\$750 + \$100 \text{ (optional)} + 75.00 = \925
3. Background fee to CBI: $\$38.50$ per individual

- b) Affidavit of Transfer and Statement of Compliance (State form) - A statement from the previous owner regarding status of alcohol beverage accounts. **If you plan on applying for a temporary permit you must complete the Temporary Permit application and affidavit found under Transfer of Ownership. To obtain a temporary permit the closing documents must be provided. There will be no exceptions, if you have questions please call the Licensing clerk at 303-754-3371.**
- c) Wholesaler Affidavit – In addition to the Transfer Affidavit you must have the old owner's wholesalers sign off that all the outstanding debts have been paid. This is a State required document that protects Colorado wholesalers. This document is found under Transfer of Ownership.
- d) Evidence of right to property - Proof of applicant's right to the premises must be presented. This may be a copy of lease or rental agreement, or if the premises are owned, a copy of the deed. If a lease is being assigned, the assignment of lease must be submitted. **The lease or deed must be in the same name as the applicant (box two of the application form). Lease must contain authorization for applicant to obtain liquor licensing, and must show an expiration date at least one year from the effective date of the license.**

****If your property has a patio and you plan to include it in your licensed premise your lease needs to indicate that you have the right to use the patio space. If it doesn't the patio will not be included in your licensed premise and can result in you having to modify your premise at a later date (there is a fee associated with this).**

- e) Diagram of Premise – An 8 ½ x 11 layout of the premise is required. On this diagram please use black sharpie/marker to outline the outer boundary. Please include dimensions, entries/exits, bars, kitchen (if applicable) and most importantly where your alcohol will be served and stored.

Separate drawings should be included for each individual floor.

- f) State of Colorado Individual History Record (IHR - Form DR8404-1) - Must be submitted for the owner, all partners, and managers; for corporations, all officers, all directors, and each stockholder owning ten percent (10%) or more of the corporate stock, and the local manager. Also submit a copy of a driver's license for each person submitting an IHR as well as the Financial Questionnaire (which can be found on the City's website).
- g) Financial Questionnaire: Please complete the Financial Questionnaire provided by the City of Centennial, you can find this document under Transfer of Ownership Application. This document must be completed and notarized prior to submitting your application. The City of Centennial cannot notarize any documents for you. If you have gift letters or loans, signed copies of those approvals must be submitted with this document.
- h) Affidavit Concerning Criminal History – Because CBI/FBI reports take several weeks to obtain, the City will, initially, accept an affidavit from the applicants (described in paragraph "c" above) revealing their complete criminal history. Failing to fully and truthfully disclose all required information could place the liquor license in jeopardy. (See Number 3 below regarding background investigation.)

I) Additional Business Documents:

Limited Liability Companies (LLC) Applying -Submit:

1. Articles of Organization (mandatory document)
2. Certificate of Good Standing (mandatory document)
3. Operating Agreement (mandatory document)
4. Certificate of Authority (if foreign company) (if applicable)
5. Minutes of meeting accepting new member(s) (if applicable)

Corporations (Inc.) Applying - Submit:

1. Certificate of incorporation and articles of incorporation. (mandatory document)
2. Certificate of Good Standing (mandatory document)
3. Minutes of last organizational meeting showing election of present officers and directors.

Individual Applying - Submit:

1. Management agreement if licensee is not manager.
2. Affidavit – Restrictions on Public Benefits

Partnerships Applying - Submit:

1. Management agreement if other than a member of partnership is Manager.
 2. Partnership agreement
3. An investigation of the applicant's background will be completed by the Arapahoe County Sheriff's Department. Owners, partners, all corporate officers and directors, stockholders with ten percent (10%) or more of the corporate stock and managers are required to undergo an investigation.

Procedure for Fingerprinting can be found on our website under Background Forms New, Transfer and Change of Manager Applications.

Fingerprint cards must be submitted to the License Clerk, along with a check for each set of prints, payable to the Colorado Bureau of Investigation, in the amount of **\$38.50**. Payment must be in the form of certified funds, a business check or money order.

Personal checks will not be accepted.

4. Upon receipt of all required documents, the License Clerk will accept the application as complete. If the application is approved, it will then be sent to the State for consideration.

THE APPLICATION WILL BE CONSIDERED TO HAVE BEEN "RECEIVED" WHEN ALL REQUIRED DOCUMENTS AND NECESSARY INVESTIGATIONS ARE PRESENTED TO THE CITY CLERK FOR CONSIDERATION.

The City of Centennial reserves the right to hold a public hearing if deemed necessary.